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Executive Assistant to DCI

10 October 1952

Director of Training

Weekly Summary Report

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1. A memorandum forwarded by the Acting Chief, Foreign Intelligence [REDACTED] requests the Office of Training to organize a seminar on research methods designed for intelligence analysts who are already engaged in research but who need further instruction in techniques. Some twelve students are presently awaiting the development of the course, which according to a preliminary prospectus will run for fourteen weeks. The trainees will be expected to produce research papers in a wide variety of fields which answer operational needs of the Offices under DD/P.

2. At the request of Far East Division, Foreign Intelligence, an introductory course in Mandarin Chinese for six students was started on 8 October and an introductory course on the Burmese language was begun on 7 October for five students.

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3. In line with the proposed plan to transform the [REDACTED] Course into a course more specifically designed to develop a knowledge of Counter-intelligence [REDACTED] as they pertain to operational security, Chief, Training Development Staff, will undertake revision of and addition to available instructional material and will himself conduct the initial presentation scheduled for early November. Indications have been received from PP of a very heavy student load requirement for this course. Owing to an enrollment ceiling of 16 per course, which must be fixed to maintain the effectiveness of seminar instruction, Advanced Training Division could not, with its present single instructor capacity, expect to take care of PP requirements alone in this field for probably well over a year's period. Since there also exist continuing FI and possibly developing PO needs for this training, a situation seems likely to develop which cannot be satisfactorily handled without additional qualified instructor personnel.

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4. A procedure for the handling of compensation claims for [REDACTED] has been established. These claims will be processed directly through the Bureau of Employee Compensation, Department of Labor.

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5. A combined total of 168 students is presently enrolled in introductory and self-study courses in the Language Training Center and 22 requests for language training outside the Agency were approved during the week.

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**SIGNED**

**MATTHEW BALFO**

MB:mrf

cc: DD/A ✓

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